

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 10-71

To: All Training Officers of the Agency

AGENCY SPONSORSHIP AT LOCAL COLLEGES & UNIVERSITIES
1971 Fall Semester

Schedules and procedures for Agency employees being sponsored for part-time academic training at local colleges and universities (Fall Semester 1971) are outlined below. In order to receive a tuition advance, prospective students must follow this schedule. Questions on the composite tuition advance may be directed to OTR/ISS/AIR, extension 3137.

Wednesday, 25 August 1971: Form 136, Request for Training at Non-Agency Facility, must be in OTR/ISS/AIR by this date if a tuition advance is desired. Because of time limitations, no exception to this deadline can be made. Training Officers will be notified by telephone of those employees approved to receive tuition advances. Employees who submit requests after 25 August will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

Tuesday, 7 September 1971: Tuition advances will be distributed in Room 1A-07 Headquarters between 1330 and 1530 hours. Instructions for accounting will be included in a briefing sheet.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, approving signatures, certification of funds, entrance-on-duty date, etc.)

(Registrants for Montgomery College and University of Virginia, Northern Virginia Center, will be issued individual tuition advances upon submission of Form 281, Request for Advance of Funds.)

(Over, please)

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1971 FALL SESSION
SCHEDULE--WASHINGTON AREA UNIVERSITIES

<u>NAME</u>	<u>REGISTRATIONS</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	10 - 11 Sept	13 Sept
Off Campus (Consult Off-campus schedule)	Various	
<u>Catholic University</u>	9 - 11 Sept	13 Sept
<u>U.S.D.A. Graduate School</u>	11 - 18 Sept	20 Sept
<u>George Mason College</u>	8 - 13 Sept	14 Sept
<u>George Washington University</u>		
On Campus	9 - 11 Sept	13 Sept
Off Campus (Consult Off-campus schedule)	Various	
<u>Georgetown University</u>	7 Sept	9 Sept
<u>Howard University</u>	14 - 15 Sept	20 Sept
<u>Montgomery College</u>	25 - 27 Aug	30 Aug
<u>Northern Virginia Community College</u>	22 - 24 Sept	27 Sept
<u>Prince George's Community College</u>	8 - 9 Sept	13 Sept
<u>University of Maryland</u>		
On Campus	7 - 11 Sept	13 Sept
Off Campus (Consult Off-campus schedule)	Various	
Evening	8 - 11 Sept	13 Sept
<u>University of Virginia, Northern Virginia Center</u>	26 Aug - 15 Sept	20 Sept